



CONTRACTORS LICENSING BOARD

4100 Richards Road
North Little Rock, Arkansas 72117
(501) 372-4661 Fax (501) 372-2247

ID # _____

COMPLAINT FORM

Date of Complaint: _____

Information About Complaint

Individuals name doing the work: _____

Company name doing the work: _____

Address of Contractor doing the work: _____

Phone Number of Contractor doing the work: _____

Address of the project in complaint: _____

Is project in progress now or is it finished? _____

If there is a written contract(s), please provide a copy and attach a copy of any pertinent written documentation.

Nature of Complaint: _____

If more room is needed please feel free to add extra pages

Information About Person Making The Complaint

Name: _____

Address: _____

Home Phone #: _____ Office Phone # _____

Cell Phone # _____

What is your relationship to the Contractor you have a complaint about? Ex: owner of project, competition, supplier etc.

Signature of person making complaint

Residential _____

Commercial _____

COMPLAINT FORM INSTRUCTIONS

Please type or print clearly.

Enclosed you will find a "Complaint Form" which must be completed in order to file a complaint with the Arkansas Contractors Licensing Board. BEFORE completing the same please understand the following:

1. The Board does not function as a "dispute resolution" board. The purpose of the Board is effectively deal with issues affecting the licensure of Contractors. The Board cannot possibly resolve contractual disputes between owners and contractors or between contractors and sub-contractors, etc.
2. Similarly, the Board is not a code enforcement agency. While faulty or deficient work, in certain circumstances, can result in a violation of the contractors licensing law, as a rule code violations are not issues that can be addressed by the Board.
3. If you chose to file a complaint, the complaint WILL BE SENT TO THE CONTRACTOR against whom the complaint is made. The contractor will be given a chance to respond to the complaint. That response will in turn be sent to you.

If you have any questions, please feel free to contact us.